

Annex A: Environmental Site Assessment Joint Management Committee Responsibilities

R- Responsible, I- Informed, A- Assist, *- Upon FN Request L- Lead

ISC: Indigenous Services Canada

FN: First Nation

JMC: Joint Management Committee

RC: First Nations Land Management Resource Centre

		Responsibilities	ISC	FN	RC
Phase I ESA	1	Develop a Phase I ESA Statement of Work (SOW) based on the attached sample.	R	R	A*
	2	At the request of the First Nation, the RC shall be present in any or all JMC discussions.	I	L	A*
	3	Finalizing a Phase I ESA SOW with the members of the JMC.	R	R_(L)	A*
	4	Identifying potential candidates for Assessors.	R	R_(L)	A*
	5	Distributing a call for proposals.	I	R	I*
	6	Receiving and distributing proposals to the members of the JMC.	I	R	I*
	7	Participating in the proposal review process and selection of an Assessor, reviewing draft reports, and any other technical matters, as necessary, related to the conduct and completion of the Phase I ESA.	R	R_(L)	A*
	8	Acting as the point of contact between Assessors and the JMC.	I	R	I*
	9	Expediting the acquisition of Phase I ESA funding through their departmental funding mechanisms.	R	I	
	10	Receiving Phase I ESA funding from ISC and disbursing those funds to pay approved project costs.	I	R_(L)	I*
	11	Providing the First Nation and Assessor with access to all records in its possession regarding the environmental condition of the First Nation reserve lands and supporting the Assessor, if required, in accessing records held by other federal departments.	R	I	I*
	12	Providing technical support, as requested, to the First Nation in relation to the conduct of the activities associated with the Phase I ESA.	A*	L	A*
	13	Reviewing and commenting on draft materials.	R	R_(L)	A*
	14	Providing approval of the final ESA Phase I report.	R	R_(L)	I